

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4232

TITLE: FIRE CAPTAIN I (Former FIRE LIEUTENANT)

GRADE: F-25

DEFINITION:

Under general supervision, serves as the officer-in-charge on a 24-hour shift in a fire and rescue station and, as the officer-in-charge, performs fire suppression or advanced life support duties; or assists in the direction and operation of a major division by supervising the activities of a section or branch; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Fire Captain I positions in the Emergency Services Division function as full shift supervisors, with all related administrative, managerial, and operational responsibilities. In addition to their supervisory responsibilities, Fire Captain I positions in Emergency Services perform either fire suppression or advanced life support (ALS) duties. Fire Captain I positions in the remaining divisions serve as section leaders over specialized positions or functions, such as fire investigation, fire protection systems testing, hazardous materials enforcement, training, life safety education, and communications.

In contrast, Fire Captain II positions assigned to Suppression are station commanders, responsible for the overall operation of the fire and rescue station itself. Station commanders also supervise one of their station's three shifts. Fire Captain IIs also serve as EMS supervisors, one per battalion, or manage major sections of the Department.

Fire Lieutenant, one rank below Fire Captain I, functions as a unit supervisor.

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises, as demonstrated by successful completion of a work performance test (unless granted light duty due to illness or injury).

ILLUSTRATIVE DUTIES:

Shift Supervisor

Sizes up fire, EMS or rescue emergencies and determines the necessity for additional firefighting companies, EMS units or specialized rescue units (e.g., Technical Rescue or Hazardous Materials), as well as the proper course of action to effectively abate the emergency;
Assumes command at the scene until relieved by a higher-ranking officer;
Plans, organizes, schedules, and documents the work assignments of a specific shift;
Inspects the work location and all equipment for compliance with County, station and Federal safety regulations, and takes initial action to alleviate discrepancies;
Schedules in-station training for shift personnel;

CLASS: 4232

TITLE: FIRE CAPTAIN I (Former FIRE LIEUTENANT)

GRADE: F-25

Page 2

Plans and participates in public relations programs (e.g., observance of Fire Prevention Week) that meet community needs;

Arranges and conducts station tours, public relations events and demonstrations;

If assigned to fire suppression, commands a unit (e.g., engine company, ladder truck, or rescue squad), responds to emergency incidents, directs the activities of the crews, and participates in firefighting or rescue activities;

If assigned to advanced life support, serves as officer-in-charge on an advanced life support unit (ALSU), provides advanced emergency medical care to stabilize the condition of the critically ill or injured prior to transport to a medical facility and, if multiple casualties, sets priorities.

Resource Management Section

Serves as liaison with the Purchasing and Supply Management Agency and vendors;

Attends meetings dealing with purchasing/contract issues;

Prepares written correspondence, writes bid specifications, evaluates bids, and makes contract award recommendations;

Conducts physical inventory of supplies and equipment at the Apparatus Shop, Air Shop, and Warehouse;

Processes inventory replenishment orders as needed;

Responds to emergency incidents as the resource officer;

Procures supplies, food and equipment for emergency incidents and large-scale non-emergency incidents.

Life Safety Education Section

Supervises the Lieutenant assigned to the section;

Performs the duties of the supervisor in his/her absence;

Works with the news media to publicize life safety education programs and inform the public about newsworthy incidents involving the Fire and Rescue Department;

With the Department's Information Officer III, serves as liaison between the Fire and Rescue Department and the news media at the scene of major incidents;

Participates in the development of life safety education programs on such topics as home fire safety, fire protection equipment, fire detection and escape planning, safety with flammable liquids, or fire warden orientation for businesses;

Presents life safety education programs in schools, hospitals, nursing homes, community organizations, offices, and industrial plants;

Assists in preparing the section's budget;

Coordinates itinerary for visiting officials;

Manages the Department's Aluminum Cans for Burned Children (ACBC) program;

Serves as an officer on a field unit to maintain current certifications.

CLASS: 4232

TITLE: FIRE CAPTAIN I (Former FIRE LIEUTENANT)

GRADE: F-25

Page 3

Communications Section (Uniformed Fire Officer)

Determines the correct Fire Department response to an emergency event or reported hazardous situation that is called into the public safety answering point;

Solves coverage deficiencies by analyzing current event types and initiating appropriate equipment moves to ensure that there are sufficient fire and EMS resources to handle other emergency events throughout the County;

Provides technical advice to Public Safety Communication Center staff, to include emergency equipment response recommendations, resource deployment, and advice to call takers;

Using telephonic equipment and a pager entry terminal, initiates notifications to appropriate staff as dictated by established procedure;

Utilizing the computer-aided dispatch (CAD) terminal at the Uniformed Fire Officer console, tracks the progress of various emergency events, and enters events called into the center that are referred to him/her for decision.

Inspections Section

Supervises inspectors assigned to enforce the Fire Prevention Code and applicable sections of the Building Code;

Coordinates with other agency inspections and enforcement personnel to resolve issues which involve multiple agencies;

Provides assistance to the business community and the building/development industry on building, fire code and life safety issues;

Reviews inspectors' reports, notices, and correspondence for accuracy, completeness, and code compliance;

Prepares reports relating to the inspections/code enforcement process;

Prepares and delivers training classes on code-related subjects;

Represents the Fire Prevention Division before the local Board of Appeals and before various code developing bodies;

Assigns priorities to the inspections workload for distribution to the staff;

Meets with members of the public, business community and government officials concerning complaints in application of the Fire Prevention Code by inspections personnel;

Reviews special plans for public assemblies and uses for code compliance;

Assists in the preparation of the Section's budget.

Fire Protection Equipment and Systems Testing Section

Directly supervises inspectors in the daily operation of one of the following units of the Section: acceptance testing unit (inspection of fire protection systems in new buildings), retesting unit (inspection of fire protection systems in existing buildings), or special operations unit (fire lane and building evacuation plan review and approval, and other projects as directed by the Section commander);

Participates in the preparation of the Section's budget;

Provides the business community and the building/development industry with technical assistance on Building Code, Fire Prevention Code, fire, and life safety issues;

CLASS: 4232

TITLE: FIRE CAPTAIN I (Former FIRE LIEUTENANT)

GRADE: F-25

Page 4

Inspects new or existing commercial buildings (e.g., office buildings, stores, apartment buildings) for compliance with all applicable codes and standards pertaining to the installation, testing and inspection of fire protection equipment and systems;

Witnesses performance tests on fire protection equipment/systems conducted by the installing contractor;

Coordinates actions with inspectors or code enforcement personnel from other agencies to resolve deficiencies, when more than one agency has enforcement jurisdiction over identified code violations;

Conducts post-fire scene examinations to evaluate the effectiveness of fire protection systems;

Provides technical guidance to staff on building and fire code enforcement.

Investigations Section

Supervises personnel assigned to designated shift;

Reviews subordinates' reports and case files;

Enforces and develops investigation and departmental policies and procedures;

Assumes the duties and responsibilities of the Captain II in his/her absence;

Performs the duties of a fire investigator (investigating fires, explosions, attempts or threats to commit such offenses, false alarms, possession and manufacture of explosive devices/substances, storage/use/disposal/transportation of hazardous materials and hazardous waste, and environmental crimes);

Enforces the Virginia Statewide Fire Prevention Code, the Virginia Uniform Statewide Building Code, and the Fairfax County Fire Prevention Code;

Participates in the preparation of the Section's budget;

Prepares correspondence as required;

Responds to citizen inquiries by letter or telephone;

Keeps abreast of training requirements and changes in State laws;

Maintains certifications, including firearms qualification.

Hazardous Materials Enforcement Branch

Supervises the day-to-day operations of the Hazardous Materials Enforcement Branch;

Coordinates, investigates, and manages short- and long-term hazardous materials cases;

Responds to hazardous materials incidents to begin a cause-and-origin investigation and assess property loss;

Inspects hazardous materials sites for compliance with code;

Enforces provisions of the Virginia Statewide Fire Prevention Code and the Fairfax County Fire Prevention Code through the inspection of buildings, remedial systems and regulated vehicles;

Updates the supervisor on pending investigations/inspections;

Coordinates actions with inspectors or code enforcement personnel from other agencies to resolve deficiencies, when more than one agency has enforcement jurisdiction over identified code violations;

Provides guidance to Emergency Services Division personnel on hazardous materials issues;

Drafts correspondence, and completes reports, notices, and other required documentation.

CLASS: 4232

TITLE: FIRE CAPTAIN I (Former FIRE LIEUTENANT)

GRADE: F-25

Page 5

Training Section

Coordinates and manages the Basic Training Branch;
Supervises Academy activities in the absence of the Fire Captain II;
Develops and instructs classes of recruit firefighters, and evaluates recruit performance;
Coordinates and monitors the daily physical fitness maintenance program for recruit firefighters;
Assists with field, recruit and volunteer training;
Coordinates and instructs Operations Academy Rotation (OARs) sessions;
Develops training bulletins;
Develops the criteria and content of in-station drills and examinations;
May be assigned to videotape emergency incidents;
Assumes the duties of safety officer or technical advisor on complex incidents;
Assists outside agencies with various training programs.

Safety Officer, Emergency Services

On an assigned 24-hour shift, serves as the agency's primary contact for matters dealing with employee safety;
Responds to emergency incidents as a member of the Incident Command staff, advises the Incident Commander of unsafe conditions or acts, and recommends alternative tactics;
Investigates all injuries and/or Department vehicle accidents occurring during the shift, determines if preventable or not, and makes reports to prevent future similar incidents;
With the Battalion Management Team, inspects fire station work and living quarters for code compliance and safety hazards;
Inspects personal protective clothing;
Prepares and delivers safety instruction to shift officers and subordinates for station activities, physical fitness training, vehicle operation and emergency incident procedures;
Tests and monitors atmosphere at emergency incidents to assist in determining the appropriate level of personal protective equipment;
Prepares reports and documentation as directed.

In all functional areas

Participates in the physical fitness program;
Completes performance evaluations on assigned subordinate personnel and recommends disciplinary action or commendation;
Establishes goals and objectives for the section or shift;
Maintains records and completes reports;
Serves on various committees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

In all functional areas

Knowledge of laws, regulations, and departmental policies and procedures covering the area to which assigned;
Knowledge of current management techniques;

CLASS: 4232

TITLE: FIRE CAPTAIN I (Former FIRE LIEUTENANT)

GRADE: F-25

Page 6

Knowledge of streets and target hazards in an assigned area;
Knowledge of the principles and practices of fire suppression;
Knowledge of building construction as it pertains to fire suppression activities;
Knowledge of fire protection systems;
Knowledge of Basic Life Support techniques;
Ability to analyze situations and, giving due regard to the circumstances, adopt an effective course of action which follows accepted practices;
Ability to remain calm under stress;
Ability to follow written and oral instructions;
Ability to use sound judgment in making independent decisions;
Ability to communicate orally in an effective manner;
Ability to train others in area of specialization;
Ability to maintain effective working relationships with coworkers, volunteers, and the public;
Ability to coordinate or lead the work of co-workers, the public, and other workers (such as utility workers) responding to the scene;
Ability to write complete, concise, and accurate reports;
Ability to use the computer-aided dispatch system, a two-way radio, a cellular phone, and a mobile display terminal.

Fire Suppression

Knowledge of the operation and capabilities of firefighting apparatus and equipment, and the use of firefighting supplies;
Knowledge of firefighting, hazardous materials emergencies and rescue tactics;
Knowledge of bloodborne and airborne pathophysiology;
Knowledge of equipment used to provide protection from bloodborne/airborne pathogens;
Ability to perform Total Body Substance Isolation when treating the ill or injured;
Ability to operate firefighting and rescue equipment;
Ability to effectively rescue injured persons from hazardous situations.

Advanced Life Support

Knowledge of advanced emergency medical procedures, techniques, drugs, and equipment related to emergency treatment of heart attacks and other life-threatening illnesses or injuries, familiarity with when they should be used, and the ability to apply them appropriately;
Knowledge of the anatomy and physiology of the major systems of the body;
Knowledge of the principles of triage, and the ability to apply them in multiple casualty incidents;
Knowledge of the causes, signs, symptoms and treatment of shock, dehydration, and overhydration;
Knowledge of bloodborne and airborne pathophysiology;
Knowledge of equipment used to provide protection from bloodborne/airborne pathogens;
Ability to perform Total Body Substance Isolation when treating the ill or injured;
Ability to effectively rescue injured persons from hazardous situations;

CLASS: 4232

TITLE: FIRE CAPTAIN I (Former FIRE LIEUTENANT)

GRADE: F-25

Page 7

Ability to comprehend medical terminology and follow complex instructions relayed by a physician;

Ability to accurately assess and monitor a patient's condition;

Ability to perform cardiopulmonary resuscitation on infants, children, and adults;

Ability to use oxygen therapy equipment, airway management equipment, fracture immobilization devices, Military Anti-Shock Trousers, and various types of equipment/techniques used to move patients;

Ability to oversee and direct overall activities of other individuals rendering care.

Resource Management Section

Knowledge of State and County purchasing regulations;

Knowledge of RIMS, PIMS and other computer-driven purchasing processes;

Knowledge of inventory practices and procedures;

Ability to determine replacement schedules and anticipate special needs (e.g., additional supplies needed during weather emergencies and large-scale incidents).

Life Safety Education Section

Knowledge of the principles and practices of fire prevention and codes pertaining to fire prevention or life safety, and the ability to apply that knowledge;

Knowledge of fire safety principles, practices, techniques, and equipment;

Ability to develop educational programs on life safety and effectively present them to the public;

Ability to present accurate information in all media formats - television, radio and print;

Ability to participate in the development and delivery of public relations activities.

Communications Section (Uniformed Fire Officer)

Knowledge of the use, maintenance, and repair of CAD terminals, specialized telephones, teleconference machines, and other communications equipment.

Inspections Section

Knowledge of building construction, construction materials, structural terminology and support systems;

Ability to lead comprehensive fire safety inspections in buildings, industrial facilities and regulated vehicles;

Ability to read building plans to determine compliance with the Fire Prevention Code and other pertinent codes.

Fire Protection Equipment and Systems Testing Section

Knowledge of fire protection equipment and systems;

Ability to lead fire safety inspections in public buildings;

Ability to read building plans to determine compliance with fire codes.

Investigations Section

Knowledge of investigatory practices and techniques;

Skill with firearms;

Ability to recognize and gather evidence pertaining to the origin and cause of fires, explosions, and other incidents;

Ability to effectively testify in court.

Hazardous Materials Enforcement Branch

Knowledge of the characteristics of hazardous materials, and appropriate means of abating each;

Knowledge of sources from which to obtain authoritative information about hazardous materials;

Knowledge of investigatory practices and techniques;

Ability to analyze situations and, giving due regard to the circumstances, adopt an effective course of action which follows accepted practices.

Training Section

Knowledge of basic fire chemistry;

Knowledge of basic firefighting and rescue techniques;

Knowledge of hand and power tool use;

Knowledge of instructional techniques;

Ability to read and analyze written and audiovisual material.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education;

Refer to the Fairfax County Fire & Rescue Department's Career Development Handbook for an explanation of the promotional criteria that will be used for this rank.

Possession of a Class A medical rating in the assigned medical group. Accommodations will be considered on a case-by-case basis.

If assigned to Fire Suppression as a F-25

Two years of paid experience as a Suppression Lieutenant (F-22), or personnel currently holding the rank of Suppression Lieutenant (F-24) or holding the position of EMS Captain I (F-25).

If assigned to Emergency Medical Services as a F-25

Two years of paid experience as an EMS Lieutenant (F-22), or personnel currently holding the rank of EMS Lieutenant (F-24) or holding the position of Suppression Captain I (F-25).

CERTIFICATES AND LICENSES REQUIRED:

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-B);

Certification as a Virginia Fire Officer II;

Certification as a Virginia Instructor I;

Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;
Certification in cardiopulmonary resuscitation (CPR) and automatic electronic defibrillation (AED); AND
Possession of a valid Motor Vehicle Driver's License.

Emergency Medical Services

Certified as an Advance Life Support Provider at National Registry Emergency Medical Technician/I (EMT-I) or Emergency Medical Technician/P (EMT-P) OR as a Commonwealth of Virginia EMT-I or EMT-P;
Certification as a full Advanced Life Support provider (Status A,B, or C) for two years, in accordance with Fairfax County training standards;
Certification in Advanced Cardiac Life Support; AND
Certification in Basic Trauma Life Support.

The following certifications must be obtained within one year of appointment to the position, based on the availability of the training:

Communications Section (Uniformed Fire Officer)

Certification in the operation of the Virginia Criminal Information Network (VCIN).

Fire Prevention Division

Certification as a Fire Inspector II in accordance with the standards of the Virginia Department of Fire Programs;
Certification as a Technical Assistant to the Fire Official in accordance with the standards of the Virginia Department of Housing and Community Development.

Investigations Section

Certification as a Fire Investigator II in accordance with the standards of the Virginia Department of Fire Programs;
Certification in basic law enforcement in accordance with the standards of the Virginia Department of Criminal Justice Services;
Semi-annual weapons qualification.

Hazardous Materials Enforcement Branch

Certification as a Fire Investigator II in accordance with the standards of the Virginia Department of Fire Programs;
Certification in basic law enforcement in accordance with the standards of the Virginia Department of Criminal Justice Services;
Certification in blasting and explosives enforcement;
Certification as a hazardous materials technician in accordance with Fairfax County training standards;
Certification in hazardous material sampling and air sampling in accordance with Environmental Protection Agency training standards;
Semi-annual weapons qualification.

CLASS CODE: 4232

TITLE: FIRE CAPTAIN I (Former FIRE LIEUTENANT)

GRADE: F-25

Page 10

Training Section

Certification as an Instructor III.

NECESSARY SPECIAL REQUIREMENTS:

None.

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